# RCHR Club Eligibility Roster (CER)

All teams must complete their Club Eligibility Roster (CER), the list of competitors or potential competitors, on RegattaCentral by **June 30, 2016 at 11:59pm**. If you would like to add an athlete to your team's CER after this date, you will be subject to the Schedule B fee structure listed on the RCHR website. To find more about all rules and regulations pertaining to the RCHR regattas, visit their website at www.henleyregatta.ca.

Activating a Team's CER

Coaches will need to follow the steps below to activate their team's CER for the RCHR and/or RCHR Masters:

1. Login to your RegattaCentral account
2. Click '**add regatta**' in the header of the **Regatta Calendar & Entries** box
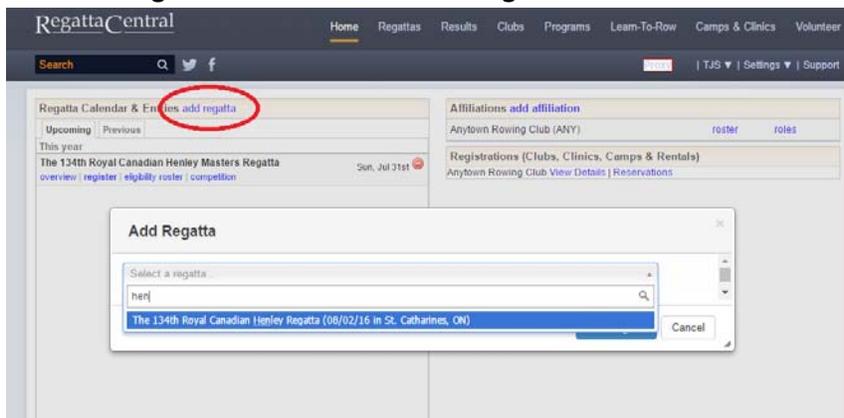
   a. **NOTE**: you may skip this step if you have already added the regatta(s) to your calendar

3. Select either the Royal Canadian Henley Regatta or the Royal Canadian Henley Masters Regatta

4. Confirm your email preferences and click **Add Regatta**
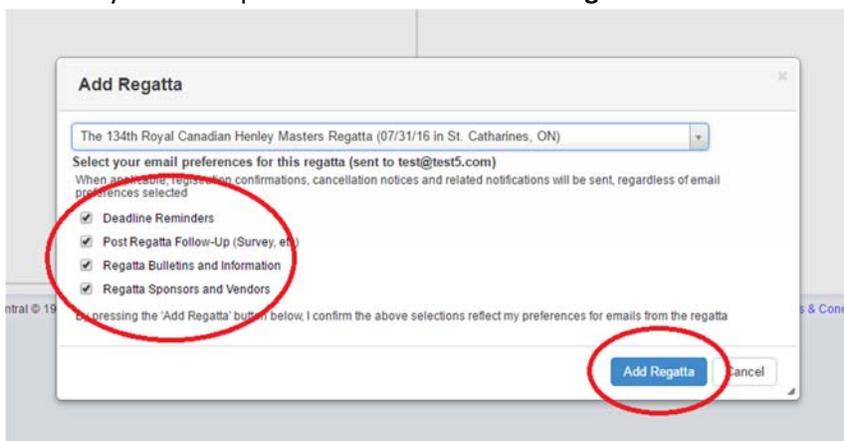
5. Click the '**eligibility roster**' link under the regatta in your **Regatta Calendar & Entries** box
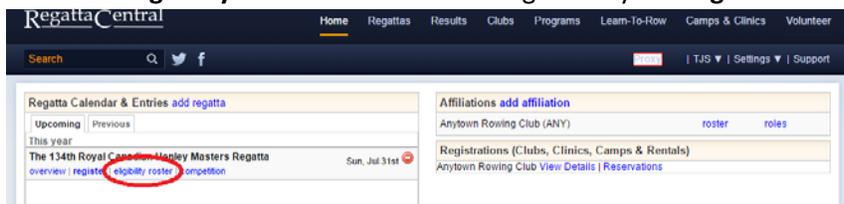
   a. **NOTE**: If you are a Coach and do not see the complete team roster, contact RegattaCentral directly at 614-360-2922 to gain Coach Level Access.

6. To remove an athlete from the team's CER, check the box to the left of their name and click the **Remove** button

    a. **NOTE**: You should only remove an athlete from the team's CER if you are 100% sure they will not compete at either the Royal Canadian Henley Regatta or the Royal Canadian Henley Masters Regatta.

Adding an athlete to the team's CER

Adding an Athlete to a Canadian or non-USRowing member organization's roster

Follow the steps below to add an athlete to the team's CER:

1. Click the '**roster**' link beside the team in the Affiliations box located in the upper right corner of your account homepage

2. Click the '**Add**' icon in the tool bar of the roster

3. Complete the **First Name, Last Name, Gender** and **Birth Date** fields
4. Click **Submit**

Adding an Athlete to a USRowing member organization's roster

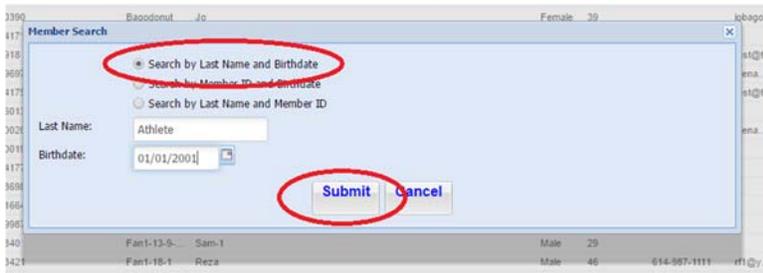Follow the steps below to add an athlete to the team's CER:

1. Click the '**roster**' link beside the team in the Affiliations box located in the upper right corner of your account homepage
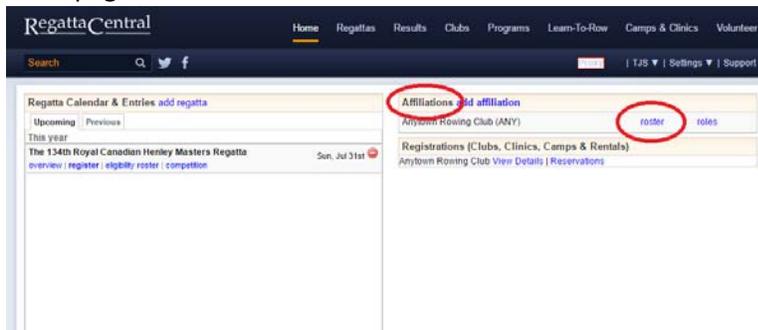
2. Click the '**Add**' icon in the tool bar of the roster

3. Select the Yes option in the Current or New Member pop-up
4. Select the desired Member Search option and complete the fields

5. Click **Submit**
6. **Select the matching record and click Add to Club**

If you need further assistance, contact support@regattacentral.com or 614.360.2922.